Standard Mail—Letters

Decision Tree

What is its content?*

First-Class Mail
- Bill, personal letter, business transaction

Periodicals
- Impersonal message, promotion
- Newsletter, other publication

Most anything mailable may be sent as First-Class Mail.

How soon does it have to get there?

Regular

2 days to most destinations

Overnight

Quick Service Guide 120
Priority Mail

Quick Service Guide 500
Express Mail

How much does it weigh?

Less than 1 lb.

How Many?

200 or more

Fewer than 200

First-Class Mail

Presort?

No

Yes

Automation?

No   Yes

Carrier Route Density?

No   Yes

How big is it?

Letter or Card

Flat

Parcel

Standard Mail Flats and Parcels

Machinable?

No   Yes

No   Yes

Minimum Quantity
200 pieces or 50 pounds of addressed pieces.

Presort
Prior to depositing mail at the post office, mailers must sort pieces by ZIP Code according to specific standards to earn postage discounts. (E620, R600)

Automation
Mailers must prepare letter-size mail according to automation-compatible standards (size, address quality, etc.) to qualify for discounts. (E640)

Destination Entry
Mailers may receive postage discounts for entering mail nearer its destination. Discounts are available for entry at BMC, SCF, or delivery unit serving the mail's destination. (E650, R600)

Machinable
Machinable letters are pieces that weigh 3.3 ounces or less and do not have any of the characteristics listed in C050.2.2. (E620)

Nonprofit
Mailers must meet specific standards for a qualified nonprofit organization and receive prior authorization from the USPS to mail at the Nonprofit Standard Mail rates. Other restrictions apply to matter mailed at these rates. (E670)

Quick Service Guide 750
Destination Entry Discounts (DBMC/DSCF/DDU)

Quick Service Guide 670
Nonprofit Eligibility

Quick Service Guide 630
Presorted Letters—Nonmachinable

Quick Service Guide 631
Presorted Letters—Machinable

Quick Service Guide 640
Automation Letters

Quick Service Guide 642
Enhanced Carrier Route Letters

Quick Service Guide 644
Enhanced Carrier Route Automation Letters

Nonprofit?

Destination entry?

= Decision Tree

This Decision Tree is intended as an overview only. For the DMM standards applicable to this category of mail, consult the DMM units above and the general sections within each DMM module.